

Building Task Leadership Skills: Mastering Time & Teams

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Toronto (Canada)

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Why This Course

In today's fast-paced business environment, leaders are expected to manage multiple priorities while maintaining team performance and delivering consistent results. Effective task leadership requires more than organizing work—it demands clear communication, confident decision-making, and the ability to motivate teams while managing competing deadlines.

This intensive 5-day program equips participants with the practical skills needed to lead tasks and teams effectively. By combining proven time management techniques, leadership strategies, and real-world applications, the course helps participants improve productivity, manage priorities, and guide their teams toward achieving high-quality outcomes.

What You'll Learn and Practice

By participating in this program, you will:

- Develop a confident leadership approach that strengthens communication and team engagement.
- Master practical techniques for managing multiple tasks, priorities, and deadlines.
- Improve team productivity through effective delegation and motivation.
- Apply structured time management strategies that support work-life balance.
- Strengthen decision-making and problem-solving abilities in high-pressure situations.
- Build practical systems for managing tasks and projects efficiently.

The Program Flow

Day 1: Foundations of Task Leadership

- Understanding the responsibilities and impact of a task leader.
- Developing self-confidence and a leadership mindset.
- Assessing personal leadership style and strengths.
- Building trust and credibility with team members.

Day 2: Effective Communication and Team Motivation

- Strengthening verbal and non-verbal communication skills.
- Practicing active listening and providing constructive feedback.
- Motivating and inspiring team members to perform at their best.
- Managing conflicts and difficult conversations effectively.

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Day 3: Time Management and Task Prioritization

- Implementing practical time management strategies.
- Prioritizing tasks using structured methodologies.
- Delegating responsibilities efficiently.
- Overcoming procrastination and improving focus.

Day 4: Managing Multiple Projects and Deadlines

- Techniques for managing several projects simultaneously.
- Creating and maintaining effective project timelines.
- Adapting to shifting priorities and unexpected challenges.
- Using project management tools and productivity systems.

Day 5: Decision-Making and Problem-Solving

- Applying analytical and creative problem-solving methods.
- Making effective decisions under pressure and uncertainty.
- Identifying risks and implementing mitigation strategies.
- Encouraging continuous improvement and learning from outcomes.

Individual Impact

- Increase confidence in leading tasks and guiding team efforts.
- Improve personal productivity and time management skills.
- Strengthen communication and leadership effectiveness.
- Gain practical techniques for handling complex work demands.

Work Impact

- Improve team efficiency and coordination across projects.
- Enhance the ability to meet deadlines and deliver consistent results.
- Strengthen team motivation and collaboration.
- Support a work environment focused on accountability and performance.

Training Methodology

The program combines practical leadership development with hands-on learning to ensure immediate application. Learning methods include:

- Interactive workshops and group discussions.
- Real-world task management and leadership scenarios.
- Team exercises focused on communication and collaboration.
- Practical tools and templates for time and task management.
- Reflection activities and peer learning.

A graphic of a chessboard with several chess pieces (a king, a queen, and a rook) positioned on it. The board is checkered, and the pieces are gold and silver.

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Beyond the Course

By the end of the program, participants will be able to:

- Lead tasks and projects with greater confidence and organization.
- Manage multiple responsibilities while maintaining productivity.
- Communicate clearly and motivate team members effectively.
- Apply structured approaches to problem-solving and decision-making.

A decorative graphic in the bottom right corner featuring a chessboard with three chess pieces (a king, a pawn, and a knight) and concentric circles radiating from behind them.

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